

PROJECT APPLICATION FORM – 2009

Applicant: Acton Mem. Library Board of Trustees **Submission Date:** October 30, 2008

Applicant's Address, Phone Number and Email Purpose: (Please select all that apply)

486 Main Street Acton, MA 01720

978 263 9867 ford.joyner@verizon.net

Frank Joyner, Trustee, AML

- ☐ Open Space
- ☐ Community Housing
- ☒ Historic Preservation
- ☐ Recreation

Town Committee (if applicable): Acton Memorial Library Board of Trustees

Project Name: Acton Memorial Library Civil War Exhibit Enhancement

Project Location/Address: 486 Main Street, Acton, MA 01720

Amount Requested: \$ 15,300

Project Summary: In the space below, provide a brief summary of the project.

In 2005 we were granted \$30,150 of CPA funding, with \$4,000 being added from Library funds, to design and install a permanent exhibit to tell the story of Acton's unique role as "first to fight" in the Revolutionary War that founded our nation and among the first to fight in the Civil War that preserved it. The exhibit, "Not Afraid to Go," telling this story was dedicated on Patriot's Day this year and, for the first time, the extraordinary artifacts, documents and images given to the Library over the years by veterans and their families have been preserved and made available to the public.

However, the final cost of the exhibit exceeded the original estimate of \$34,150 for several reasons, the major one being the expansion in scope found necessary to adequately display our artifacts, images and documents and fully tell the story of Acton's role in the formation and preservation of our Nation. This caused the exhibit to grow in area, doubled the number of display panels needed, required more lighting and required more layout study to best fit the available space. Another major factor was the unforeseen difficulty and expense of adequately lighting the exhibit in the original library building, while meeting current codes for height clearance and safety. Finally, the additional curatorial work needed took more time than planned, with the delay adding to the cost.

Eliminating one of the two audio stations planned and deferring the audio programming needed to use the stations reduced cost. We also saved the cost of a computer to provide access to our extensive database on Acton's Civil War veterans by using an old unit slated for disposal. Reusing lighting not suitable for the exhibit in other areas of the library also represented a saving.

Additional funding was sought and received, with the Board of Trustees approving funding from the Lois Parker bequest (a library fund) and generous contributions coming from the Friends of the Acton Libraries, the Acton Memorial Library Foundation and the Acton Rotary and Lions clubs. In spite of this a shortfall still existed that the exhibit designer, Will Twombly of Spokeshave Design, closed by deferring billing for a portion of their services. As their work was exemplary and the added cost was in no way their responsibility we feel the deferred amount should be billed and paid.

This proposal requests funding to add the deleted audio station and do the deferred programming, provide a new stand-alone-computer, add lighting in two areas where it is now inadequate, enlarge some of the graphics in the section on the conduct of the Civil War, improved signage to make the exhibit more visible and pay the deferred bill.

Estimated Date for Commencement of Project: May 4, 2009

Estimated Date for Completion of Project: September 25, 2009

Narrative:

Though the exhibit “Not Afraid to Go” was completed and opened on Patriot’s Day this year and has been well received, a number of important elements were eliminated or sharply curtailed in order to reduce cost. Cost reduction was required because the cost grew substantially beyond that estimated when the original grant proposal was done in November of 2004. This proposal requests CPA funding to restore those elements deleted or curtailed, fix several problems with the exhibit, and close the funding shortfall that remained in spite of our best efforts to cut scope and solicit additional funding. Attachment 1. shows the funding originally provided in the CPA grant and from library funds, the additional funding solicited and obtained and the savings realized through re-use of lighting fixtures not suitable for the exhibit elsewhere in the library. It also shows the remaining shortfall being closed by Will Twombly of Spokeshave Design deferring approximately \$7,500 of billing for their services, with the deferral to become a contribution to the project should additional funding not become available.

Reasons for the cost increase:

The principal reason for the cost increase was the expansion in scope found necessary in the course of doing the curatorial work (research, writing, fact checking, getting permission to use material where necessary and organizing the flow of the exhibit to best tell the story). We found simply that there were more artifacts, images and documents, many graciously provided by the Acton Historical Society, that needed to be displayed, and more important aspects of the story that needed to be told than had been anticipated when the original proposal was done. This caused the exhibit to grow substantially in area as is apparent in Attachment 2. which shows the plan in the original proposal and the as-built plan. Along with the growth in area, the number of display panels needed approximately doubled. In addition, more image processing, printing and mounting was required. The expansion in area also led to the need for more lighting.

Another effect of the scope expansion was to increase the time needed to finish the curatorial work, which delayed completion of the project and added to the cost. The area expansion required more layout studies to be done and more meetings to be held to finally agree on the space to be used. Finally, lighting the exhibit in the 1890 building proved to be difficult and expensive. The limited ceiling height in the alcoves and structural considerations that precluded recessing lighting into the ceilings required additional and more expensive fixtures than included in the original cost estimate. This accounted for over \$5,000 of the shortfall.

Actions to reduce the shortfall:

As the committee guiding the project realized the cost was increasing, it made the decision to attempt to solicit additional funding and eliminate and curtail elements of the exhibit only in ways that would not significantly detract from its effectiveness in telling the important story of Acton’s role in the two great conflicts that founded and preserved the nation. That is, we decided this was a one-time opportunity to do this job and that it needed to be done as well as possible. As a result we solicited funding from other sources and, as is shown in Attachment 1., were successful in acquiring almost \$7,000 in additional funding, including generous contributions from the Friends of the Acton Libraries, the Acton Lions Club, the Acton Memorial Library Foundation and the Acton Rotary Club.

Deferring one of the two audio stations saved about \$1,500, and deferring the production of the sixteen audio clips needed to use the audio stations saved another \$2,500. Rather than buying a new stand-alone computer to allow exhibit users to access the library’s extensive data base on Acton’s Civil War veterans, we used an old computer that was scheduled to be scrapped. This saved \$500. Unfortunately that computer has failed and needs to be replaced.

Audio Station/Programming:

While the exhibit includes text describing the actions and feelings of the people of Acton at the time of the start of the Revolutionary War and before, during and after the Civil War, merely reading what they spoke and wrote cannot convey the same immediacy and appreciation as hearing their words. The audio stations were planned to allow their words, at times with appropriate music and sound effects added, to give visitors to the exhibit this visceral feel for the attitudes and feelings of the people of Acton during these times. Two stations were planned. A station near the beginning of the exhibit would cover the start of the Revolutionary War and the lead-up to the Civil War.

Audio Station/Programming: (continued)

The current exhibit has an audio station in the area covering the conduct of the war, what was happening on the home front and the post-war era. It consists of an audio unit manufactured by Nel-Tech Labs of Derry, New Hampshire, mounted in a custom-built cabinet. This unit accepts up to eight audio clips stored on a standard USB memory stick and allows them to be selected with pushbuttons mounted on the cabinet top surface. Adding similar unit near the beginning of the exhibit is proposed. This unit would be identical to the existing unit except that it would use headphones (rather than small speakers as on the existing unit) in order to avoid emitting sound that might disturb library users. (The low level of sound from the speakers on the existing unit is acceptable because the unit is located away from areas of normal library use.) The estimated cost of this unit is \$1,500 (see estimate as Attachment 3.).

In addition to adding the unit, doing the necessary narration, reading, recording, adding of music and/or sound effects and audio mixing and editing be done to provide sixteen (16) sound clips of one to three-minute duration is also proposed. The estimated cost for this is \$2,500 (see estimate as Attachment 4.).

Some of the words written and spoken that will be considered for inclusion are:

- “I haven’t a man who is afraid to go,” spoken by Isaac Davis.
- Conversation between James Hayward, as he lay dying, and his father
- Affidavit of Hannah Davis about the day her husband was killed.
- Letter(s) home from 19-year-old George Reed who went through Baltimore with Acton’s Davis Guards on April 19, 1861, including quote “it is not so pretty to be a soldier as it is to play one”.
- All or some of the resolution passed by the 1851 Acton Town Meeting opposing the Fugitive Slave Act.
- Capt. Daniel Tuttle's recollections of the call-up of the Davis Guards on April 15th.
- James Richardson's page from the GAR book where he describes the trial and execution of the Booth conspirators.
- Excerpts from Aaron Jones Fletcher's diary.
- Quotes from A. J. Fletcher’s mother, including the one where she tells him not to re-enlist.
- Selections from the diary of Edwin B. Taft, who served through the War in the 26th Mass. Vol. Infantry.

Stand-alone Computer:

The existing computer used in the exhibit has become inoperable, and uneconomical to repair. However, it is a vital part of the exhibit for those who want to delve more deeply into the histories of the Acton men involved in the Civil War. The Library has developed a very extensive database on these veterans, including their service and pension records, their written observations on their participation in the war and other historical and genealogically important documents and data. It is proposed that a new computer be purchased for use in the exhibit. The cost is estimated to be \$500 (see estimate as Attachment 5.) The work needed to make the database material accessible and easily searchable will be done at no cost by a Library Trustee who has been responsible for collecting much of the material in the database.

Added Lighting:

There are two areas in the exhibit where additional lighting would be of value. The first is in the section dealing with President Lincoln’s call for state militias. In particular the picture of Lincoln needs additional lighting. Adding a fixture or fixtures to the existing track is proposed to fill this need. The second lighting improvement proposed is the addition of a fixture or fixtures to better light the near life-sized figure of Samuel Burroughs that is used as a visual introduction to the section on conduct of the War. The estimated cost for the added lighting is \$1000 (see estimate as Attachment 5.).

Enlarged Graphics:

The section on the conduct of the War would benefit visually from enlargement of a number of the pictures used. In particular, enlarging five pictures showing various battles in which Acton men took part that it is proposed, with the enlarged pictures being mounted in place of the present pictures. The cost for this work is estimated to be \$900 (estimate included in Attachment 3.).

Improved Signage:

In order to make the existence of the exhibit more apparent to all who come up to the second floor of the library, the addition of large stick-on vinyl lettering on the wall section formed where the ceiling height drops in the transition from the new to the old building. The estimated cost for this is \$200 (estimate included in Attachment 3.).

Payment of Deferred Billing:

As is shown in Attachment 1., in order to keep the total cost of the Civil War Exhibit project within the available funding, Will Twombly of Spokeshave Design deferred billing for a portion of the work done. He did this with the full intention of considering it a donation to the project should additional funding not become available. However, because the work was outstanding, and the cost increase was in no way the responsibility of Spokeshave Design, the Library Trustees believe they should be fairly compensated. Thus, we propose that \$7,458 be included to be used to pay the deferred billing.

Work Plan:

<u>Task:</u>	<u>Responsibility:</u>	<u>Duration:</u>	<u>Cost:</u>
Select material for reading Write scripts for narrative Select and get agreement for readers Recommend music/sound effects	CWE Committee	May 4 to Jul. 8, 2009	No cost
Record narratives and readings Procure music/sound effects Mix, edit, store final sound clips	Audio editor CWE Committee	Aug. 1 to Sep. 12, 2009	\$2,500
Add lighting	Electrician (Billy Thomas)	Aug. 1 to Sep. 25, 2009	\$1,550
Procure materials and construct cabinet for audio station Enlarge graphics Produce lettering for sign Install all of the above	Spokeshave Design CWE Committee	Aug. 1 to Sep. 25, 2009	\$2,600
Procure computer	Library Administration	Aug. 1 to Sep. 12, 2009	\$500
Configure computer to provide database access	CWE Committee AML Board of Trustees	Sep. 1 to Sep. 25, 2009	No cost

Benefit to the Town and Citizens of Acton:

As this project proposes to fill omissions from the original project and make needed improvements, the statement of benefit in the original proposal is directly applicable. This statement is included below

1. A portion of the 1890 building will be restored to one of its original purposes, a memorial to Acton's Civil War dead and veterans. As the Memorial Library is an extremely busy place, with more than 220,000 people passing through its doors annually, it will be convenient for visitors to view the display once the artifacts are in a public area again.
2. The project will address a community need/fill a void in the community by drawing attention to Acton's role in the Civil War. Through the display, residents will learn more about their community. Their appreciation for the sacrifices made by those who fought in the War, as well as for the hardships of those left behind in Acton, will grow. This will increase their pride in their town and their knowledge of American history. This is in keeping with the **1998 Master Plan Update**, which notes that 'Acton's historic buildings and sites are tangible links with the town's past which provide a sense of identity and shape the Town's special character.' (p. 149) The display could be a special draw for school children as well as history enthusiasts and the general public.
3. The attendant publicity could draw forth more information about Acton Civil War veterans, uncover more locally held artifacts and/or inspire more donations to Acton Memorial Library's artifact collection.
4. The exhibit could be used as a tool to elicit funds to restore other items in Acton Memorial Library's artifact collection for special displays.
5. The project will enhance cultural/historical resources that are unique to Acton, revitalize an underutilized area of an historic building and increase the diversity of historical resources that are easily accessible to the community.

6. The project is consistent with the **1998 Master Plan Update**, specifically ‘Encourage the use of conservation areas and historic resources for educational purposes’ and ‘Encourage greater access for all residents to cultural events, opportunities and services’ (p. 43).
7. After the initial cost, which is low relative to the funds available for CPA projects and which would be supplemented by Memorial Library funds, there should be minimal ongoing costs.
8. The complexity of execution should be manageable. The impacted area of the library would probably have to be closed to the public during the changes.
9. In regard to urgency, it has been a long-term aspiration of the Memorial Library Board to resume display of this important part of Acton history in the building erected in honor of those who fought and died. Such expressions were common. Often the donations of memorabilia by veterans and their families included an express wish that the artifacts be displayed in the library. For example, the letter accompanying artifacts donated by Mr. Chaplin states, in part, that he desired that they **“be placed in the Public Library where they may be seen by every citizen, and their history be given in such form as you may desire.”** The *1891 Annual Report*, after noting the donation of multiple artifacts by citizens, records the following:

Dr. I. Hutchinson, representing Capt. Aaron C. Handley, who commanded Co. E, old Sixth Regt., Mass. Vols., during its second term of service in the war of the Rebellion, presented to the Post the sword and scabbard carried by Capt. Handley while he was in service. The Post in turn, through Commander Delette H. Hall, committed the sword to the custody of the trustees of the Acton Memorial Library, to be permanently kept in Memorial hall, as a memento of that ever-memorable contest.

The 1891 Annual Report concluded by stating: “Even now an inspection of Memorial hall will show that it is fast becoming a repository of rare and valuable mementos of the past ... to which all visitors are welcome.”

Site Control:

The project will be included entirely within the Acton Memorial Library.

Project Scope:

The project scope and details of each item included were presented in the Narrative section of this proposal. Project elements and the estimated cost of each are listed below.

1. Audio Station	\$1,500
2. Audio Programming	2,500
3. Stand-alone Computer	500
4. Added Lighting	1,550
5. Enlarged Graphics	900
6. Improved Signage	200
7. Deferred Billing Payment	7,458
8. ~10% Contingency on items 1, 2, 4, 5 and 6	692

Total Project Cost	\$15,300
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Cost Estimate:

See Attachments 3., 4., and 5. for detailed estimates of the costs of all elements of the project.

Feasibility:

This proposal covers additions and enhancements in an existing project. The work to be done is well known. Completion of the proposed scope within the proposed schedule is considered entirely feasible.

Neighbor(hood) Outreach:

Being entirely within the Acton Memorial Library, this project will have no impact on the neighbors or neighborhood.

Maps: Not applicable.

Photographs: Not applicable.

Attachment 1.
to Acton Memorial Library Civil War Exhibit Enhancement Proposal

**Acton Memorial Library Civil War Exhibit
Funding and Expenses as of June 9, 2008**

Initial Funding:

CPA Grant (2004)	\$30,150
Acton Memorial Library Share	4,000
Subtotal	\$34,150

Additional Funding/Savings:

Lois Parker Bequest (a Library trust fund)	3,750
Friends of the Acton Libraries	1,000
Acton Lions Club	600
Acton Memorial Library Foundation	500
Acton Rotary Club	500
Savings from reuse of lighting fixtures	500
Subtotal	6,850

Total Funding **\$41,000**

Expenses April 2, 2007 – June 9, 2008

Spokeshave Design	\$39,673
(Planning, design, fabrication and installation, including materials and subcontractors)	
Billy Thomas	
(electrician – lighting and related work)	8,153
Miscellaneous direct payments by AML	632

Gross Expenses **\$48,458**

Deferred billing by Spokeshave Design*	7,458
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Net Expenses **\$41,000**

*In the absence of additional funding, this will be a contribution by Spokeshave Design.

Acton Memorial Library Civil War Exhibit

Comparison of Originally Proposed and As-built Floor Plans



Attachment 3.
to Acton Memorial Library Civil War Exhibit Enhancement Proposal
Spokeshave Design Proposal

October 19, 2008

Frank Joyner, Trustee
Acton Memorial Library
486 Main Street
Acton, MA 01720

Dear Frank:

Thank you for requesting my proposal for additional work on the library's Civil War exhibit. Here is my understanding of what you would like to do, and the related costs.

Provide additional audio unit for Revolutionary War section

Multi-Messenger USB digital repeater by Nel-Tech Labs	\$ 225.00
Headphones, wiring, switches, other electrical supplies	150.00
Construction and installation of console, with appropriate graphics	<u>1125.00</u>
 Total cost	 \$ 1500.00

Produce, mount, laminate and install 5 enlargements of existing images

Photo production, and labor to remove existing images, rearrange existing graphics, touch up walls if necessary, and install new images	\$ 900.00
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Produce and install additional signage

This cost would vary depending on the work required. The least expensive option would be to install vinyl lettering in one location on an existing surface. A more expensive alternative would be to construct a separate sign that would include a substrate and possibly a free-standing base. Costs would therefore range between \$ 175.00 and \$525.00, based on the final plan for additional signage.

I hope that this information will be useful as you prepare your grant application. Please do not hesitate to contact me should you have any further questions. I look forward to working with you in the future.

Sincerely,

Will Twombly
Spokeshave Design
75 Marion Road
Watertown, MA 02472
(617) 926-8130

Attachment 4.
to Acton Memorial Library Civil War Exhibit Enhancement Proposal

Audio Programming Proposal from Linnane Music

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www.linnanemusic.com

October 20, 2008

Dear Mr. Joyner:

As a long-time resident of the Acton-Boxborough area I particularly enjoy having the opportunity to contribute to the Acton Memorial Library's "Not Afraid to Go: Acton's Part in the Birth and Preservation of Our Nation" exhibit.

This correspondence outlines the complete scope of work you requested, including objectives, scope of services and estimated fees.

OBJECTIVE

Record and edit 16 audio tracks of audio narration. Compose music and add sound effects to support and enhance the recorded narration. Combine narration, sound effects and musical compositions. Provide the necessary digital audio files for use with the library's installation.

SCOPE OF SERVICES

1. Recording and Editing Narration
 - a. Meet with voice talent at my studio or at an alternate remote location for one to four recording sessions.
 - b. Provide or bring the necessary equipment for audio recording. This includes a computer based digital audio workstation, hard drive, microphones, headphones and other accessories.
 - c. Record narration performances. If necessary help direct the talent to achieve the best performance. Ensure that these recordings are of the highest quality, free of mechanical and environmental noise.
 - d. Store and catalogue recorded performances. Edit the sound files for duration. This includes removing the silence at the start of the recording, removing long pauses and editing the length of the file to meet time constraints. Editing the recorded performance for overall quality control. Removing or minimizing anything in the recording that makes the performance sound less than professional. This includes loud breathing, clearing of the throat, coughing, etc.
2. Sound Effects
 - a. Acquire license free sound effect recordings and record original sound effects.

- b. Place sound effects in the audio arrangement. These sounds will be placed to add drama, atmosphere and punctuation.
3. Composing Music
- a. Compose, record and perform short original musical segments. These musical segments will be placed before, alongside or in between lines of the recorded narration.
 - b. The recorded arrangements will consist of musical styles and instruments used during the civil war. This music will greatly enhance the mood of the narration without distracting from the story.
 - c. A synchronization license is included. This allows the library the right to use the original music forever with no additional fees.
4. Mixing and Mastering Elements
- a. Mix and balance the narration, original music and sound effect elements. Adjusting the relative volume of each element to enhance clarity and support.
 - b. Ensure that the level and equalization of the files are consistent so that each recording will be presented at the same volume and tone.
 - c. Provide the necessary mastered audio files. These files will be presented in the form of an audio compact disc, data disc or in another format if needed.

PROFESSIONAL FEES

There are two possible approaches that can be taken. The first approach would be to combine the elements of recorded narration, sound effects and original musical compositions. The alternate is the cost effective approach of just narration and sound effects. The estimates are as follows -

- 1. Recorded narration, sound effects and original compositions - \$2500.00
- 2. Recorded narration and sound effects - \$1500.00

CLOSING

I appreciate the opportunity to help with this project. I hope that we can work together making this an exhibit that people really enjoy and remember.

Sincerely,

Peter Linnane

1002 Liberty Square Road, Boxborough MA. 01719
Tel: 978.263.5363 - Email: peter@linnanemusic.com

Attachment 5.
to Acton Memorial Library Civil War Exhibit Enhancement Proposal
Proposals/Estimates for Stand-alone Computer and Added Lighting

Stand-alone Computer: The Town IT Department provided an estimated cost of \$500 for a computer adequate for use in the exhibit.

Added Lighting: In general, electrical work in the Library has been done by Billy Thomas who knows the wiring in the old building quite well. He did the wiring and lighting work in the present Exhibit.

He has provided a verbal estimate of \$15,550 to do the work described in the proposal.